

NGFTS

National Guard Full-Time Support



HUMAN RESOURCES INFORMATION LETTER



Oklahoma National Guard Human Resources Office

Joint Force Headquarters, Oklahoma National Guard
Oklahoma City, Oklahoma 73111-4398

No. 10-01
Date: 4 February 2010

Performance Management TPR 430

Subject: Implementation of TPR 430

References:

TPR 430 National Guard Technician Performance
Appraisal Program, dated 5 November 2009
NGFTS Human Resources Information Letter No. 09-01

Memorandum from Office of the J1; Notification of
Change of Appraisal Cycles, dated 8 May 2009

Eligibility: Oklahoma National Guard (NG) Dual-Status and Non Dual-Status Technicians employed under the provisions of 32 U.S.C. 709 except for technicians occupying temporary positions and those technicians for which employment does not exceed the minimum performance in a consecutive 12 month period, and who are employed at the end of the rating period.

Effective Date: 05 November 2009

Use: This regulation supersedes TPR 430 dated 1 October 1997. This revision prescribes one performance management program for all dual-status and non-dual status National Guard Technicians employed under the provisions of 32 U.S.C. 709. This regulation prescribes the use of the five-rating level evaluation method for the performance appraisal program.

In conjunction with the new Appraisal Cycle of 1 October thru 30 September all employees must now use the automated Performance Appraisal Application (PAA) System which can be found within MyBiz/MyWorkplace. The appraisal cycle began on 1 October 2009 and each employee / Supervisor (Rating Official) and Higher Level Reviewer must ensure that the appraisals are being initiated and input into the PAA system. Federal Human Resources (FHR) recently received Union approval of the TPR and is extending the due date for inputting the **Performance Management Plan for this fiscal year only from 31 October 2009 to 28 February 2010**. Please see the other key dates below.

KEY DATES for Appraisals:

- Rating Period is from **1 October thru 30 September**
- Performance Management Plan (mission and job objectives/critical elements) input into PAA System **31 October**
- Mid-level Review Due **April 30**
- Performance Appraisal Completed and received by FHR **1 November**

For more information on how to access the PAA through MyBiz/MyWorkplace and on TPR 430 please see the links below.

Link to TPR 430 National Guard Technician Performance Appraisal Program, dated 5 November 2009
<http://www.ngbpdcc.ngb.army.mil/pubs/TPR/tp430.pdf>

Link to the How to LOGIN to MyBiz/ MyWorkplace is
<http://jfhqportal.ok.ng.ds.army.mil/J1/Miscellaneous%20Information/My%20Biz%20Instructions.doc>

CPMS have posted link to a step-by-step PowerPoint Presentation on HOW TO ACCESS and USE MyBiz/MyWorkplace. The link is <http://www.cpms.osd.mil/ASSETS/8FE88E730B9048998F7E2F1C5AA7951D/SSHRPPTPresentation.ppt>

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